

# CONSUMER CONFIDENCE REPORT (CCR) CERTIFICATION

## SEE GENERAL INSTRUCTIONS ON BACK

PWS Name: \*

PWS ID#: \*

I, the undersigned, certify our system's Consumer Confidence Report for calendar year   was prepared and distributed according to the requirements for our system in 40 CFR 141.153, 141.154, and 141.155 and appropriate notices of availability have been given. Also, I certify that the report contains information that is correct and consistent with the compliance monitoring data previously submitted to the Division of Water (DOW). **\*: Required information.**

- ☐ 1. Date CCR distributed to customers: \*
- ☐ 2. Date CCR sent to DOW: \_\_\_\_\_
- ☐ 3. How CCR distributed to customers: \*

(If CCR was printed in newspaper, include name of newspaper & date printed; include a copy of the newspaper clipping, showing the date the report was printed)

To publish report in the newspaper as the major distribution method, your system must:

- a) Have a **POPULATION SERVED** of 10,000 or less (**NOT** the number of taps; see General Instructions on back);
- b) Publish the report in a local newspaper by **July 1**;
- c) Notify your customers by **July 1** that the report will not be mailed **unless requested** and is available upon request. Indicate customers were notified. (**\*REQUIRED IF PUBLISHED IN PAPER**):

- d) Develop procedures to make the report available. Indicate procedures used (**\*REQUIRED IF PUBLISHED IN PAPER**): \_\_\_\_\_

If your system serves a population of less than 500 (NOT the number of taps; see **GENERAL INSTRUCTIONS** on back), you need only notify your customers by **July 1** that the report is available upon request. Indicate how customers were notified & how the report was made available upon request: \_\_\_\_\_

- ☐ 4. "Good faith" efforts (GFEs) to reach the nonbill-paying customers (Circle letter of methods used) (See **GENERAL INSTRUCTIONS** on back). **\*REQUIRED FOR ALL SYSTEMS.**
- a) Posting the CCR on the Internet [**Required for systems with a POPULATION SERVED of greater than 100,000**]. URL: \_\_\_\_\_
- b) Delivering multiple copies or announcements of its availability to single bill addresses (apartments, rest homes, hospitals, schools, factories, etc.) (list locations).
- c) Delivering to community organizations (attach list).
- d) Posting the CCR or an announcement of its availability in public places (attach list of locations).
- e) Publishing CCR or an announcement of its availability in local newspaper (attach copy).
- f) Advertising availability of the CCR in news media, local cable access channel, etc. (attach copy of announcement).
- g) Mailing CCR to postal patrons within the service area (attach zip codes used).
- ☐ 5. Other (attach description of additional methods used or explanation or use back of sheet).

Name: \* Signature: \*

Title: \*

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

(Mail to Drinking Water Branch. )

DEP 6058 (03/04)

Kentucky Division of Water  
Drinking Water Branch **ATTN: CCR**  
14 Reilly Road  
Frankfort KY 40601



## **GENERAL INSTRUCTIONS**

- A. Include a **separate** report & certification for **each** PWS ID# that your public water system (PWS) has. It may be the same report, you just need to submit a copy for **each** PWS ID#.
- B. Mail the certification(s) to the Division of Water at the address below **after** you distribute your CCR to your customers, but **by JULY 1** of each year. Make sure you submit a copy of your CCR to the Division of Water, either with the certification, or before you submit the certification.
- C. System is eligible for different distribution requirements if your **POPULATION SERVED** (**NOT** the number of taps or customers) is 500 or less, or 10,000 or less. If you are not sure of your system's **POPULATION SERVED**, contact the Drinking Water Branch at 502/564-3410.
- D. For Item #3, system shall indicate **how** the CCR was distributed to customers: by mail, direct delivery, hand delivery, publication in local newspaper, etc. To be eligible to publish in the local newspaper as the major distribution method, the system **must** meet all the required elements of a), b), c), and d) on front, and must document them.
- E. System is encouraged to submit any documentation showing the date the CCR was distributed to customers, including post office receipt of mailing. If you distributed it by publishing it in a local newspaper, you must include a newspaper clipping (or copy of newspaper clipping), showing the name of the paper and the date the CCR was published. If the date and name are not included, then a certification from the newspaper office should be included.
- F. All systems **must** make a good-faith effort (GFE) to notify the nonbill-paying customers by using a **variety** of methods **applicable to the system** to reach a majority of those customers. If system published the report in the newspaper as the distribution method, **other** good-faith efforts **must also** be used. Nonbill-paying customers are people who use your water, but who do not receive a bill. Examples are people in apartments or trailers where the owner/manager pays the water bill; workers in a factory who come from outside the county or water district; teachers & students at a school who live outside the district; etc. If systems have factories, apartments, mobile homes, schools, etc., in their service area, systems should at least try to notify those consumers.
- G. Certification is to be signed by the person responsible for the overall operation or management of the system.
- H. Mail CCR & certification to:  
Kentucky Division of Water  
**Drinking Water Branch**                      ATTN: CCR  
14 Reilly Road  
Frankfort, KY 40601  
  
Note **Drinking Water Branch**.  
  
**Do not include Water Resources Branch, KPDES Branch, Department for Environmental Protection, Commonwealth of Kentucky, etc.**
- I. The use of this specific form is not required: System may also submit other "certification" or "confirmation" forms prepared by other entities or a letter, **as long as the required information is included**. Examples of organizations that have forms are the U.S. Environmental Protection Agency and the Kentucky Rural Water Association, but you may have to add information to make older forms complete.
- J. If you have questions about your CCR or certification, you may contact Lora Gowins in the Drinking Water Branch at (502) 564-2225, ext. 555; e-mail [Lora.Gowins@ky.gov](mailto:Lora.Gowins@ky.gov).